

# CHILD CARE CORNER

Winter '08 Newsletter



StanWorks Child Care Program  
251 E. Hackett Rd.  
Modesto, Ca. 95353  
(209) 558-2332  
[www.stanworks.com](http://www.stanworks.com)

**URGENT!**

Effective with service month January 2009, Request for Reimbursement forms must be submitted to the StanWORKs Child Care Program within 60 days from the last day of the service month to be processed for reimbursement. Request for Reimbursement forms received over 60 days from the last day of service cannot be processed for reimbursement and becomes the parent's responsibility.

## **StanWORKs Child Care Program Provider Orientation**

Do you have questions about the subsidized child care payment process?

Would you like to understand your role in our subsidized child care programs?

Would you like to learn what you can do to receive payments timely?

Are you having problems with parents completing the attendance claims correctly?

If so, then please join us for an informative meeting to learn the answers to these questions and more...

The StanWORKs Child Care Program is holding a Provider Orientation on Thursday, January 29, 2009 at the Agricultural Center on 3800 Cornucopia Way Suite B, Modesto, California 95358 (Located at the northeast corner of Service and Crows Landing)

Choose from one of the following times offered

10:00 a.m. – 12:00 p.m.

6:00 p.m. – 8:00 p.m.

To register, please call the Community Services Agency office at (209) 558-2332 by January 22, 2009. Leave your name, phone # and the session you would like to attend. Seating is Limited.

Child Care regulations require that parents record the actual in and out time daily on the Request for Reimbursement for each child and sign their full name as the child is checked in and checked out. Daily sign-in and sign-out has to be completed by the parent or authorized person on the day and at the time that children are dropped off and picked up from care.

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## License-Exempt Providers:

Aside from all other required documentation, license-exempt providers who are Aunt, Uncle, or Grandparent to the children in care must provide proof of relationship prior to being approved as a child care provider in the program

## Licensed Providers:

As a licensed provider, your license is only valid for the address indicated on your license. If you move, the program requires that you submit a copy of your new license for the new address, along with a new W-9 form, copies of your new signed contract with the parent and fee schedule. You must also complete a new Licensed Provider Designation Form.



Please report changes within 5 calendar days to The StanWORKs Child Care Program. If the parent is on other programs besides Child Care, all programs must be notified. Changes in income, family size, or Need for child care must be reported. Failure to notify the program may lead to a delayed and/or denied reimbursement. An incorrectly issued reimbursement could result in an overpayment and turned over to collections.

Families who elect to use providers who charge **above** the Regional Market Rate ceiling, or charge rates that are not "reasonable and necessary," or whose rates do not correspond with the family's certified need will be responsible to pay all charges above what the program is allowed to reimburse directly to the provider. This is called a **co-payment**. Co-pays will appear on certificates issued after 03/01/09.

